



# City of Santa Barbara

## MODIFICATION & PERFORMANCE STANDARD PERMIT SUBMITTAL PACKET\*

- ☐ Submittal Requirements for Modifications & Performance Standard Permits
- ☐ Sample letter to the Staff Hearing Officer
- ☐ Sample of a completed Master Application

***\*Note: This submittal packet is for projects that consist solely of modification and/or performance standard permit requests. Be advised that projects that involve complex or multiple requests may require that the applicant submit for the DART (Development Application Review Team) process.***

***For additional submittal requirements, please obtain the following: (1) Master Application, (2) Project Statistics Forms for Design Review Projects, (3) Planning Commission & Staff Hearing Officer Submittal Cover Sheet (ilac), (4) Noticing Requirements; and (5) On-Site Posting Instructions***

***For “Large Family Day Care Home” requests, please obtain the “Large Family Day Care Homes Supplemental Information” handout for additional information***

***For projects that include landscaping, please obtain the following: (1) Landscape Design Standards for Water Conservation and (2) Landscape Compliance Requirements. Additional landscaping water conservation information can be obtained at: <http://www.SantaBarbaraCA.gov/Government/Departments/PW/WCLandscape.htm>***

***These and other forms are available on the City’s website at <http://www.SantaBarbaraCA.gov/Resident/Home/Forms/>***

***Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.***

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# City of Santa Barbara

## SUBMITTAL REQUIREMENTS FOR MODIFICATIONS & PERFORMANCE STANDARD PERMITS

The following information is required before a request can be scheduled before the Staff Hearing Officer:

1. **Pre-application consultation is required for staff to determine:** 1) if the project is supportable; 2) if review by the Architectural Board of Review (ABR) or Historic Landmarks Commission (HLC) will be required; and 3) the next steps in the process.

If your project requires ABR or HLC, concept review is needed prior to submitting for your request(s).

Please note that Performance Standard Permits applications for public works facilities and additional dwelling units do not require pre-application consultations.

2. **Completed Master Application Form:**

- ☐ Project Address
- ☐ Assessor's Parcel Number(s) and Land Use Zone(s)
- ☐ Existing use(s)
- ☐ Complete Project Description (detailed description in letter)
- ☐ Approval(s) requested
- ☐ Proposed use(s)
- ☐ Owner and Agent - Name, Address (include Zip Code) & Phone Number - give a numbered address [not "the corner of..."]
- ☐ Square footage, number of existing and proposed structures, number of existing and proposed units
- ☐ Lot size
- ☐ Signature of Applicant/Agent **and** Property Owner

3. **Letter from Homeowner's Association (*If applicable*):** For projects that have a Homeowner's Association, a letter from the Homeowner's Association is required to be submitted with the application.

4. **Letter from Applicant:** (*See attached sample letter.*)

- ☐ Complete project description
- ☐ Must include a statement describing each request
- ☐ Must provide a justification statement for each request
- ☐ Must provide a statement describing the benefits of the project
- ☐ If desired, applicants may attach additional items to their applications (such as letters of support from parents or affected neighbors)
- ☐ *For Large Family Day Care Homes ONLY:* The letter must include the address of the residence, days and hours of operation, number of employees, passenger loading/unloading, and other information relative to the proposed facility.
- ☐ *For Community Care Facilities, etc. ONLY:* The letter must address the intensity of use in terms of number of people, number of employees, hours of major activities and how other operational aspects of the proposed facility are compatible with any neighboring residential use.

5. **Completed Project Statistics Forms:** Please review the “Project Statistics Forms for Design Review Projects” for instructions on how to complete the forms. Additionally, an *Excel* version of the “Project Statistics Forms” is available for your use on-line at <http://www.SantaBarbaraCA.gov/Resident/Home/Forms/planning.htm>
6. **Photographs:** *(Photographs must remain with this submittal. The applicant must provide duplicates for each separate submittal if photographs are also required for other discretionary applications (i.e. Design Review, Coastal review, etc.).)*
- ☐ Current color photographs of the site, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s). *(Please note that a map showing the locations where photographs were taken may be required on a case-by-case basis.)*
  - ☐ Composition panoramic view of the site. *(Please refer to sample boards available at the Planning Counter.)*
  - ☐ Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3”x5” size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.
  - ☐ Mount and **label** each photograph for submittal on foldable 8½” x 11” heavy paper (loose photographs are NOT acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½” x 11” regular white paper. *(Please refer to sample boards available at the Planning Counter.)*
7. **Plans** (Four (4) sets of plans folded to 8 ½” x 11” and attached). Plans must be a minimum of 18” x 24” and each set must include the following:
- a. **Site Plan**
- ☐ Legend
    - Land Use Zone
    - County Assessor’s Parcel Number (APN)
    - Slope of property (percentage)
    - Existing, required, and proposed parking space(s) including those proposed to be removed. Clearly indicate whether the parking is covered or uncovered.
    - Scope of work – to include all work proposed as part of the project
    - List all of the discretionary applications requested
    - Site statistics showing both square footages and percentage of coverage of building, landscaping and paved areas for existing and proposed uses
    - Multi-residential projects proposing **Variable Density**; include number of bedrooms per unit
    - Gross **and** Net square footages for each existing and proposed structure/s and/or unit(s) to be demolished, and new proposed structure(s) and/or unit(s). *(Please refer to the “Project Statistics Forms for Design Review Projects” for definitions of gross and net square footages).*
    - Detailed breakdown of the amount of cut and/or fill under the main building footprint (in cubic yards)

- Detailed breakdown of the amount of cut and/or fill outside the main building footprint (in cubic yards)
- Completed Project Statistics Forms (*if not submitted separately*)
- ☐ Vicinity map
- ☐ Site Plan details
  - North arrow
  - Scale of drawing
  - Site topography
  - Location of all existing, demolished, and proposed structure(s) and use(s)
  - Location of all existing, demolished, and proposed parking
  - Dimensions of the property and all building(s), structure(s), and parking
  - Setbacks from property lines to all building(s), structure(s), and parking on the property
  - Open Yard Area for Single Family Zones. For Multiple Units and Mixed-Use Developments show the Private Outdoor Living Space and Open Yard Area.
  - Distance between existing & proposed buildings
  - Location of all fences and walls and indicate heights
  - Footprints of adjacent structure(s)
  - Location of other site features, including garages, driveways, carports, parking spaces, fences, walks, trees, hedges, play equipment, decks, patio covers, and pools, spas and support equipment
  - *For Large Family Day Care Homes ONLY:* Location of the employee parking
  - *For Large Family Day Care Homes ONLY:* Location of the passenger loading and unloading areas
  - *For Large Family Day Care Homes ONLY:* Location of the play areas.

**b. Elevation(s):**

- ☐ Label each elevation
- ☐ Scale of drawing
- ☐ Views from all sides of the building(s) involved in the project; clearly indicate all existing, demolished and proposed new work
- ☐ Heights of building(s) and structures involved in the project as defined by Santa Barbara Municipal Code (S.B.M.C.) §28.04.100
- ☐ Residential development in residential zones must show compliance with the Solar Ordinance S.B.M.C. Chapter 28.11 (*Please refer to the Solar Access Packet handout, available online*).
- ☐ Identify both existing and finished grades
- ☐ Heights of fences, hedges and walls

**c. Floor Plan(s):**

- ☐ Scale of drawing
- ☐ Identify each floor plan when multiple levels apply

- ☐ Existing and proposed floor plans of involved buildings, showing access, window(s), door(s); be sure to clearly indicate what is being removed, replaced and/or altered.

- ☐ Label all rooms

**d. Landscape Plan(s) (*If applicable*):** (See the Landscape Design Standards for Water Conservation)

- ☐ Indicate total area landscaped in square footage and percent of total site
- ☐ Show all existing and proposed plant material and indicate species and size
- ☐ Indicate with an X through trees proposed to be removed (including street trees)
- ☐ Indicate the location and identify all paved surfaces
- ☐ Indicate irrigation system
- ☐ A “Compliance Statement for Low-Water Using Landscape Design” must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check.

**8. Valid License: (*For Large Family Day Care Homes ONLY*)**

- ☐ A **copy of a valid license** to operate a Large Family Day Care Home from the State Department of Social Services, Community Care Licensing Division. The license must be issued to the applicant and be issued for the address listed on the Master Application.

**9. Public Notice Requirements:**

- ☐ a. Property Owner mailing labels. The City will provide property owner labels for a fee. Otherwise, please obtain the “Noticing Requirements” handout for more information on the required noticing distance and how to prepare mailing labels for your project. Be sure to include labels for all involved applicants (i.e., agent, architect, etc).
- ☐ b. Affidavit signed by the person who compiled the mailing labels, if not prepared by the City.
- ☐ c. On-site posting is required during specific stages of the process. The applicant is responsible for posting the site. The City will provide the applicant with the necessary materials for posting. The sign(s) must be placed within two (2) feet of the property line of the project site, so that it can be easily read by pedestrians on the public right-of-way.

**10. Architectural Board of Review (ABR)/Historic Landmarks Commission (HLC):**

- ☐ Provide evidence of earlier review or approvals from the ABR/HLC, if applicable.

**11. Cover Sheet:**

- ☐ Submit a completed Planning Commission & Staff Hearing Officer Submittal Cover Sheet (*lilac*) with your complete submittal.

**12. Fees:**

- ☐ To be paid in the amount indicated in the latest fee resolution adopted by the City Council.

## **ADDITIONAL SUBMITTAL AND PROCESSING INFORMATION**

### **1. Application Submittal and Processing Information:**

- ☐ Once the application and all the accompanying material(s) have been obtained, please make **another** appointment with designated Planning Staff to submit your application. Unless otherwise advised, the designated Planning Staff is Roxanne Milazzo, Associate Planner. Please note that these applications will not be accepted at the Planning Counter.
- ☐ After the above information is reviewed and found to be complete, and an environmental determination has been made, the request will be scheduled for the next available hearing date.

### **2. Public Notice Information:**

Three types of noticing occur during specific stages in the process: 1) Publication of a legal ad or display ad in the local newspaper; 2) Posting one or more signs on the project site; and 3) Notices mailed to property owners within a specific radius. Please refer to the “Noticing Requirements” and “On-site Posting Instructions” handouts for additional information.

### **3. The Meeting Agenda Information:**

The Owner and/or Agent will be sent an agenda and legal notice containing the hearing date and time, 10 days prior to the hearing date. The presence of the Owner and/or Agent is required at this formal noticed public hearing.

The final decision of the Staff Hearing Officer will be made at a public hearing after thorough review of the application, site visit, public input, and consideration of all other relevant information. All decisions by the Staff Hearing Officer are appealable to the Planning Commission or thereafter the City Council.

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**Applicant's name**

**Applicant's return address (or letterhead)**

**Applicant's telephone number**

**Date**

Staff Hearing Officer  
City of Santa Barbara  
P.O. Box 1990  
Santa Barbara, CA 93102-1990

# SAMPLE LETTER

**Re:    Modification Request for Project Address; Assessor's Parcel Number; Land Use Zone**

Dear Staff Hearing Officer:

**Please include the following information:**

**1.    A detailed statement describing the existing situation and the proposed project**

SAMPLE TEXT:

There is an existing house (1,500 sq. ft.), a detached two-car garage and a small accessory building (10'x 12') on the property. The house and garage currently encroach into the interior setback one foot on the easterly side of the property. The accessory building (storage shed) is located on the westerly side of the property outside the required setback area. All the buildings have building permits according to the City building files. The proposal is to build a bedroom addition (12' x 15') to the rear of the existing house on the easterly side of the property.

**2.    A statement of the specific modification requested and the justification for the request**

SAMPLE TEXT:

The modification being requested is to allow a bedroom addition to encroach one foot into the required six-foot interior yard setback. The encroachment will allow the new bedroom to keep in line with the existing house without having to do major structural changes to the existing roof and would allow the bedroom to be located on the same side as the other bedrooms. The proposed bedroom is needed for our growing family, since there are only two bedrooms existing in the house.

**3.    A separate statement for each specific modification requested and a justification for each request.**

(Applicable if more than one modification requested)

**4.    Provide a detailed statement describing the benefits of the project.**

SAMPLE TEXT:

The major benefits of having the proposed bedroom encroach into the required setback are: That it eliminates the need to redesign the roof system; keeps the bedrooms on the same side of the existing residence; prevents the need to add a second story addition and eliminates privacy issues that may be associated with a second-story addition.

Sincerely,

**SIGNATURE OF APPLICANT**

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# City of Santa Barbara MASTER APPLICATION

## Case Numbers

MST 200 \_\_\_\_\_

BLD 200 \_\_\_\_\_

Other \_\_\_\_\_

(Staff Use Only)

Project Address: 630 Garden Street

Assessor's Parcel Number: 099-010-099

Land Use Zone: R-1/S-D-3

Existing Condition/Current Use single-family residence

☐ New ☒ Addition ☐ Remodel ☐ Repair ☐ Demo ☐ Change of Use ☐ Grading ☐ Other

☒ Residential: # of Bldgs. 1 # of Stories 1 # of Units 1 ☐ Commercial: # of Bldgs. \_\_\_\_\_ # of Stories \_\_\_\_\_ Const. Type \_\_\_\_\_

Project Description: 300 square foot, first floor addition to existing 1,000 square foot single-family residence with a detached 400 square foot two-car garage.

# SAMPLE

Proposed Use/Occupancy: \_\_\_\_\_ Construction Valuation \$: \_\_\_\_\_

	Name	Street Address	City, State, Zip	Phone #
<input checked="" type="checkbox"/> Owner of Property:	<u>Jane Doe,</u>	<u>630 Garden Street,</u>	<u>Santa Barbara, CA 93101</u>	<u>(805) 555-1212</u>
<input checked="" type="checkbox"/> Applicant:	<u>John Smith,</u>	<u>123 Easy Street,</u>	<u>Camarillo, CA 93123</u>	<u>(987) 555-1234</u>
<input type="checkbox"/> Tenant:	_____	_____	_____	_____
<input type="checkbox"/> Architect/Designer:	_____	_____	_____	_____
<input type="checkbox"/> Contractor:	_____	_____	_____	_____
<input type="checkbox"/> Other (specify):	_____	_____	_____	_____

**IMPORTANT:** Please check box ☒ next to name of person listed above whom we should contact regarding this application.

## Proposed Size

New Commercial Building: \_\_\_\_\_ sq. ft.  
New Residential Building: \_\_\_\_\_ sq. ft.  
Addition: 300 sq. ft.  
Remodel/Tenant improvement: \_\_\_\_\_ sq. ft.  
Carport/Patio Cover: \_\_\_\_\_ sq. ft.  
New Deck: \_\_\_\_\_ sq. ft.  
New Fencing: \_\_\_\_\_ sq. ft.  
New Paving: \_\_\_\_\_ sq. ft.  
Grading: None cu. yd.  
Other (specify): \_\_\_\_\_

## Existing Size

Lot: 60 x 100 = 6,000 sq. ft.  
Main Building: 1,000 sq. ft.  
Other (specify): 400 sq. ft.

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Santa Barbara. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

Signature: John Smith Date: 8-21-04  
(Applicant)

## STAFF USE ONLY

- ☐ ARCHITECTURAL BOARD OF REVIEW (ABR)
- ☐ COASTAL EXCLUSION
- ☐ ENVIRONMENTAL REVIEW
- ☐ HISTORIC LANDMARK COMMISSION REVIEW (HLC)
- ☐ GENERAL PLAN SQUARE FOOTAGE ALLOCATION (GPU)
- ☐ STAFF HEARING OFFICER (SHO)
- ☐ PLANNING COMMISSION REVIEW (PC) (CIRCLE ALL THAT APPLY: ANNEX, APPEAL, CDP, CUP, DPA, GPA, LLA, MOD, REZONE, TSM, VAR, OTHER \_\_\_\_\_)
- ☐ PRE-APP./DEVELOPMENT APP. REVIEW TEAM (PRT)/(DART)
- ☐ PROPERTY PROFILE (FOR COMMERCIAL PROPERTIES)
- ☐ SIGN COMMITTEE REVIEW
- ☐ ZONING LETTER (TYPICALLY FOR FINANCIAL INSTITUTIONS)

I hereby authorize the above named contact person to act as my agent in all matters pertaining to this application.

Signature: Jane Doe Date: 8-21-04  
(Property Owner)